

**Wellfleet Board of Selectmen
Minutes of the Meeting of January 10, 2012
Wellfleet Public Library, 7:00 p.m.**

Present: Chair Ira Wood, Mark Borrelli, Berta Bruinooge, Paul Pilcher; Town Administrator Paul Sieloff.
Regrets: Jerry Houk.

Chair Ira Wood called the meeting to order at 7:00 p.m.

Announcements, Open Session and Public Comment: Ira Wood said that Health Agent Hillary Greenberg asked for a date for a public workshop concerning the Herring River Restoration Project. The Board discussed and agreed on Friday, February 3, 2012 at 9 a.m. in the basement meeting room at Town Hall.

From the audience, Dennis O'Connell announced that their application for a LAND grant for the Clover Property was declined by the state. He notified the Clovers and they have agreed to continue to work with the Town.

Ned Hitchcock from the Wastewater Committee asked to be placed on the Selectmen's agenda on January 24, 2012 to present a proposal for addressing wastewater issues in the area from the Marina to Baker's Field. The Board agreed to place the topic on the agenda.

John Morrissey, representing the Wellfleet Community Forum, announced that Town Administrator Paul Sieloff would give the Annual State of the Town Address on Monday, January 23, 2012 at 7:00 p.m. at the Council On Aging.

Licenses

MOTION 12-0001: Borrelli moved to approve the renewal of the following business licenses: Boathouse Fish Market, Bob's Sub & Cones, Box Lunch Inc., Catch of the Day, Even'Tide Motel & Cottages, Finely J.P.'s, Flying Fish Café, Mac's Seafood Takeout, Mac's Shack, Mainstay Motor Inn, Maurice's Campground, Moby Dick's, PB Boulangerie Bistro, Pearl Restaurant, PJ's Family Restaurant, Rookie's Family Restaurant, Southfleet Motor Inn, Sunbird, Van Rensselaer's, Wellfleet Beachcomber, Wellfleet Cinemas, Wellfleet Donuts, Wellfleet Drive-In-Flea Market, Wellfleet Marketplace, Wellfleet Miniature Golf, Dairy Bar & Grill, Wellfleet Motor Lodge, Wellfleet Town Pizza, The Wicked Oyster, Winslow's Tavern. Bruinooge seconded the motion and it passed 4-0.

MOTION 12-0002: Borrelli moved to approve the license for weekday entertainment at Wellfleet Preservation Hall. Bruinooge recused herself from the vote because she is an officer for Wellfleet Preservation Hall, Inc. Pilcher seconded the motion and it passed 3-0-1.

MOTION 12-0003: Pilcher moved to approve the license for public entertainment on Sunday for the Wellfleet Harbor Actor's Theater, Inc. Rt. 6 & Kendrick Avenue. Borrelli seconded the motion and it passed 4-0.

Appointments

MOTION 12-0004: Pilcher moved to appoint Mark Hough to the Cultural Council. Pilcher enthusiastically supported Hough's appointment. Borrelli seconded the motion and it passed 4-0.

MOTION 12-0005: Borrelli moved to appoint John Portnoy to the Conservation Commission. Wood thinks it is great that he asked to be appointed. Terry Gips from the Conservation Commission spoke on John's

behalf and is thrilled to recommend him. Borrelli concurred. Bruinooge seconded the motion and it passed 4-0.

Use of Town Property

MOTION 12-0006: Martha Wilson from the Citizens Economic Committee requested the use of the Town Marina, east end adjacent to the Bandstand, parking areas at the Marina and Mayo Beach, and the Town P.A. system on Saturday, June 16 from 9:00 a.m. to 4:00 p.m. for the Wellfleet Community Harborfest. Wilson emphasized that it is a family event and there will be no alcohol served. Pilcher asked if the Town would cover liability and Wilson responded that she is working with the Recreation Department to add events on behalf of the Town. Harbor improvements will be featured and there will be an exhibit on using oysters for water purification per Mark Borrelli's request. Pilcher recused himself from the vote on the motion as he is a liaison to the Citizen's Economic Committee. Bruinooge moved that the Selectmen approve the application. Borrelli seconded the motion and it passed 3-0-1.

MOTION 12-0007: There was a request for use of local and state roads in Wellfleet for the 28th Annual Cape Cod Getaway MS Bike Ride on June 23-24, 2012. Wood said it is a popular event in Wellfleet, he has participated in the past and would recommend it. Bruinooge moved that the Selectmen approve the application. Borrelli seconded the motion and it passed 4-0.

PUBLIC HEARINGS

Wood opened the public hearings at 7:18 p.m.

Change of Management: Bruinooge and Wood thought the wording on the application received from Wellfleet Harbor Actor's Theater - Route 6 for a change of manager from Jeff Zinn to Daniel Lombardo was worded incorrectly and suggested that the WHAT managers resubmit a corrected application.

NEW AND OLD BUSINESS

MOTION 12-0008: Bruinooge moved to approve the 2012 IRS Standard Mileage Rate of 55.5 cents per mile. Borrelli seconded the motion and it passed 4-0.

MOTION 12-0009: Bruinooge requested that the Board of Selectmen meetings be permanently relocated to the Council On Aging building. The Board decided to revisit the topic at the January 24, 2012 Selectmen meeting when Jerry Houk could weigh in on the issue and the COA calendar be checked for scheduling conflicts. The Selectmen also agreed to skip the December 25, 2012 meeting. Pilcher moved to approve the meeting schedule dates¹ with the location to be determined at the next Selectmen meeting. Borrelli seconded the motion and it passed 4-0.

MOTION 12-0010: Paul Sieloff asked for the Selectmen to support the Town's participation in two Community Innovation Challenge Grants. The first is the Countywide E-Permitting grant², which is widely supported by many Cape Towns, will offset some of the costs to develop software that creates a central online permitting system. Pilcher, who attended a meeting on the issue, explained that the online permitting system would supplement the paper system and be gradually phased in. Pilcher made a motion to approve the Countywide E-Permitting grant application. Borrelli seconded the motion and it passed 4-0.

MOTION 12-0011: The second grant is the Regional Energy Efficiency Project³, which involves four to eight Cape towns banding together to secure better pricing for municipal energy efficiency projects. Currently, smaller towns do not have the ability to obtain cost-effective contracts because individually, their projects are too small. The \$85,000 grant would be used to hire an energy consultant who would work directly on behalf of the towns to coordinate all energy efficiency projects. Bruinooge made a motion to approve the Regional Energy Efficiency Project grant application. Borrelli seconded the motion and it passed 4-0.

Five year budget projection document⁴: Paul Sieloff explained that creating this document was one of the Selectmen goals, to take the major parts of the budget and apply formulas to project Town finances five years out. The document indicated that if no cost-saving measures or new revenue streams are added to the budget, the Town will have a \$688,000 deficit. Steven Oliver from the Finance Committee suggested declining purchasing requests coming from the departments to help balance the budget, as well as considering the interest cost to a project before making large purchases. Pilcher added that either we have to find new sources of revenue or cut back on the level of services provided by the Town. Bruinooge is concerned that if we do nothing, the Town will have to ask for a \$700,000 override in 2017 and added that looking for new sources of revenue is exactly what we need to do, as well as tightening up expenses.

BUDGET REVIEW

Department of Public Works Budget⁵: Mark Vincent, DPW Director, reviewed the FY 2013 Department of Public Works (DPW) budget. There is a decrease in the salary line because staff levels decreased. The FinCom members asked if contract services are more expensive than hiring in-house. Vincent said it would take several years to ascertain. The greatest cost increase in the budget is due to the USDA grant on the Commercial Street drainage project that holds DPW responsible for maintenance work. There is also a \$7,000 increases in the Transfer Station budget, which is partially due to the rising cost of diesel fuel.

Marina Enterprise Fund⁶: Mike Flanagan, Harbormaster, tried to keep the budget level funded. On the whole, salaries increased 2.77%. Expenditures are level funded. Next year there will be a significant drop in the debt service payment due to the completion of payments on Marina paving. The largest increase is the health insurance costs because of the Assistant Harbormaster hire. Pilcher asked if all the expenses listed in the budget were covered by the Marina Enterprise Fund. Flanagan concurred and said that the Marina paid \$55,289 to the General Fund. Morrissey asked about the dredging project in 2015. Flanagan said it hinged on a turtle study so that they can figure out when to begin dredging. A conversation ensued with the FinCom and Selectmen about the need to look into funding options for the \$8 million project, as there is no plan in place to pay for it. Flanagan said that he will have to go to Town Meeting to ask for funding and that the state would likely pick up 75% of the cost. There was general agreement that dredging is a vital project to the Town and that there needs to be a plan in place to build up funding so it has the least impact on the taxpayer. Flanagan suggested Marina parking fees in Wellfleet. Tim King suggested getting Congress to designate the area as a federally designated anchorage, thereby making the area eligible for federal funding of the channel dredging project. Sieloff suggested inviting the Marina Advisory Committee to the May 8, 2012 BOS meeting to continue the discussion of this issue. The FinCom asked to be invited as well.

Water Enterprise Fund⁷: Chair Dan Wexman and Bill Carlson from the Board of Water Commissioners presented the budget. Revenue for the fund comes from two sources: what people pay for the water they use and what they initially pay to hook up to the system. Hook up system fees will decline until the next expansion of the water system and fees to pay for water are projected to rise as more businesses hook up to the system. The Commissioners' new marketing plan highlights the safety and reliability of Town water, especially during power outages. There is also a deferred payment plan for hook-ups which can complicate budget projections. In a recent special meeting, the Water Commissioners cut \$32,000 from the budget in a special meeting.

Fire Department Budget⁸: Fire Chief Dan Silverman and Theresa Townsend presented the FY 2013 budget for the Fire Department. Silverman said the Town Administrator made cuts to the seminar line, overtime training line for full time staff and for call stipend. FinCom members said that Sieloff's cuts reflected the 2011 actuals. There were questions from the Selectmen and FinCom about call member staffing and Silverman stated that the FY 2013 budget reflected the goal of increasing the current level from 9 to 12 call members. Pilcher said that seven line items in the FY 2013 budget have increased to almost double the 2011 levels. Silverman stated that he believes his department is understaffed. A discussion ensued about bringing on more full-time staff to the Fire Department. Bruinooge pointed out that the Town needs to be careful about hiring

because it adds to the unfunded liability. Sieloff said he understood the difficulty in controlling overtime costs, so he lightly cut \$17,000 out of a \$1 million budget and that Silverman, with diligent oversight, could manage, adding that the Town should not overfund budgets with the expectation that they might need more money.

Silverman disagreed that he should pay \$8,000 in rent out of his contract services budget to the Water Department to place communication antennas on the water tower. Sieloff said that the Water Department is servicing the General Fund by allowing the antennas on the water tower and as an Enterprise Fund, it is important to show revenue moving from one fund to another. Silverman was also concerned about a substantial cut to the equipment line and feels he is being penalized for under-spending the line. Wood explained that in tough times we need to be mindful of expenditures, use old equipment if necessary and be glad that we are not cutting personnel.

When discussing the Capital Improvement Plan, Silverman said he was concerned that purchasing new ambulances have been delayed and urged to replace one in FY 2013 – even if they do not have the staff to send out three ambulances. Steve Oliver agreed that we should have three ambulances but that the Finance Committee is not finished with the discussion. Janet Lowenstein added that having three ambulances does not help us if we cannot staff them. Wood added that citizens cannot afford a substantial tax hike for services and that we have to make compromises for the services that we want versus the services that we can afford.

Police Department Budget⁹: Ron Fisette and Lt. Mike Hurley presented the FY 2013 budget. Fisette explained that he accomplished the four goals laid out in the budget plan: Reducing the staff from 13 to 12 officers, adding a lieutenant and not replacing the sergeant position, and purchasing a second police car that will be in storage until September. The FY 2013 Police budget was fairly level because a request for \$10,000 for potential Police Academy costs did not make it into the budget. That omission is alright because two out of three officers will not retire as expected this year. Overall, there is a minor .2% increase. Fisette would like to add a third sergeant with supervisory experience back on the day shift. Steve Oliver asked about the yearly increases in a salary line. Fisette explained that it was Mike Hurley’s promotion to lieutenant and an educational incentive rolled into the salary. Lowenstein called the Police Department one of the most fiscally conservative budgets and that they should be congratulated for their efforts. Morrissey concurred, adding that Police should be commended for lowering salaries while still providing the same level of service. Fisette also mentioned that he will eventually move the Animal Control budget under Police Department control.

OLD AND NEW BUSINESS

Warrant Articles: Paul Sieloff reviewed several potential Articles¹⁰ for the Annual Town Meeting with the Selectmen and asked for their feedback. Pilcher requested fireworks for the 250th Anniversary be added as a separate Article to the Warrant. Wood said he felt comfortable asking voters for an override for the 250th Anniversary. Pilcher looked into the language for the Room Occupancy Tax petition and concluded that the best approach would be to authorize the Board of Selectmen to petition the legislature for the authority to impose a room occupancy tax, not to exceed 5%, on private dwellings, condominiums and all those places which do not have to currently pay the room occupancy tax. Because it is a tax, it would have to come back to Town Meeting once the petition was approved by the legislature and Town Meeting would determine what the actual tax level would be. Several Cape towns already have this petition before the legislature. Steven Oliver suggested that the way to make this issue more palatable to the voters would be to remind them that the group most affected by this tax would be second homeowners. Pilcher has already been in touch with the Non-Resident Taxpayer’s Association and has kept them apprised of the issue. Pilcher also proposed that some of the revenue generated from this tax be designated for economic development and affordable housing for the Town. Pilcher emphasized that the person who will be paying the tax is the renter, not the homeowner.

Town Administrator’s Report: Paul Sieloff reviewed an easement for a revetment next to Hiawatha Road. Sieloff and Mark Vincent from the DPW reviewed the completed structure. They recommend that the structure be monitored and stated that no substantial changes to the road are necessary at this time. The road will be

relocated in the future if needed. John Morrissey indicated that there is washout on the road and that there is a gully going down to the water and Sieloff said he would alert the DPW to the issue.

Sieloff congratulated Assistant Town Administrator Tim King and the Department Heads for working together to complete the Multi-Hazard Disaster Mitigation Plan, which will be presented to the Board and filed in the near future.

Future Concerns: Pilcher asked for a status update on the changes to the health insurance benefits. Sieloff said that Tim King would make a presentation on the issue at the next Selectmen meeting on January 24, 2012.

Correspondence Report¹¹: Pilcher spoke of a note from the Wellfleet Planning Board to the ZBA recommending that the Cumberland Farms issue not go to the Cape Cod Commission for a regional impact review. Also, Helen Miranda Wilson submitted a letter on behalf of the Shellfish Advisory Committee recommending against Remote Participation. There was also a letter from Rob McClellan asking to be on the Selectmen's agenda for January 24, 2012 to discuss the easement for Hatch's Market.

MOTION 12-0012: Pilcher moved to accept the Minutes¹² of the December 13, 2011 Board of Selectmen meeting. Borrelli seconded the motion and it passed 4-0.

Before adjournment, John Morrissey from the Finance Committee asked the Selectmen to refrain from cutting money from the Library budget used to purchase books. Wood said that would be addressed at a future meeting on the FY 2013 budget. Sieloff said that he would coordinate with the FinCom to invite the Selectmen to one of their meetings where the smaller budgets would be reviewed.

Adjournment

MOTION 12-0013: Bruinooge moved to adjourn the meeting. Pilcher seconded the motion and it passed 4-0. The meeting was adjourned at 9:41 p.m.

Respectfully submitted,
Amy Voll, Executive Assistant

¹ Board of Selectmen 2012 Meeting Schedule

² Community Innovation Challenge Grant – E-Permitting

³ Community Innovation Challenge Grant – Regional Energy Efficiency Project

⁴ Town of Wellfleet Budget Outlook FYs 2010-2017

⁵ DPW Budget Estimates FY 2013

⁶ Marina Enterprise Fund Estimates FY 2013

⁷ Water Enterprise Fund Estimates FY 2013

⁸ Fire Department Budget Estimates FY 2013

⁹ Police Department Budget Estimates FY 2013

¹⁰ Annual Town Meeting Budget Article Index

¹¹ Correspondence to the Board of Selectmen December 10, 2011 to January 6, 2012

¹² Board of Selectmen Meeting Minutes December 13, 2011